

## Experience Learning & Teaching Innovation Event & Workshop Planning Checklist

*The following document is intended to provide guidance for properly planning an event or workshop to be sponsored and supported within the Experience Learning & Teaching Innovation sub-unit. Please note that an “event” at UT Knoxville is any social gathering that includes food.*

### Name of Primary Owner/Presenter

**Step 1:** What is your name?

**Step 2:** What is your title?

**Step 3:** Will others from within ELTI and/or other parts of campus be presenting or serving as secondary contributors or presenters during this event/workshop?

Yes

No

If yes, please list the other presenters/contributors to this event or workshop:

**Step 4:** Please note the definition of an event/workshop above. Is this an event or a workshop?

Event (food will be served)

Workshop

### TLI Priority/Initiative Category

**Step 5:** What TLI priority category does the program you want to lead fall under?

Assessment

CIRTL/graduate student support

Service-Learning

Experience Learning

Inclusive Teaching

Smart Communities Initiative

General Faculty Development

EL Risk Management

## **Description & Marketing Communication**

**Step 6:** What is the name, or title, of the event /workshop you are seeking to coordinate?

**Step 7:** Please provide a brief description of the event/workshop. (What is it about? What is the purpose of the event/workshop?)

**Step 8:** What are the intended learning outcomes for those who choose to attend the event?

### **Event Date(s) & Time(s)**

**Step 9:** What is the date of your program (i.e. day/month/year)?

**Step 10:** What time are you planning to have the program (i.e. 8 - 10 a.m., 2 - 4 p.m.)?

**Step 11:** Will this event be recurring or a one-time event?

One-time

Recurring

If recurring, what are the other dates and times in which you plan to offer this event?

## Event Delivery

**Step 12:** Is this event happening in-person or online (via Zoom or other online meeting software)?

In-person

Online

If online, please name the software being used:

## Event Attendee Information

**Step 13:** Who is invited to attend this event/workshop?

On-campus audience (faculty members, staff members, UTK students)

Off-campus audience (i.e. community partners, community members)

Both

**Step 14:** Do you foresee any Risk Management needs related to this program?

Yes

No

If yes, please explain:

**Step 15:** Estimate # of attendees:

Please provide any additional information about those invited to attend:

## Location Preferences

**Step 16:** List your preferred program location:

**Step 17:** List your secondary program location:

## Setup Needs

**Step 18:** Please provide a description of the setup needs for this event/workshop:

## Supplies & Food

**Step 19:** Please provide an estimated budget for all purchasing needs associated with the program including food or catering, materials, supplies, and other needs necessary for successfully coordinating this event.

Total Estimated Budget:

Please describe in further detail:

**Step 20:** Is this an event that will need to be catered? If a workshop, select no.

Yes

No

If yes, why? Explain your reasoning as to why this event needs to be catered.

What type of menu do you foresee at the event?

Please note that Aramark is the preferred vendor. If there is a unique need for a different vendor, please list that vendor and explain why below. If you are using Aramark, please simply list Aramark in the "Vendor" section, and leave "Explanation" blank.

Vendor:

Explanation:

**Please note:** Once the food has been ordered, make sure to confirm with the caterer via email that all of the purchased food/beverages will be delivered to your determined location, date and time.

**Step 21:** Are there any other special purchasing needs that you foresee needing to order for this program?

Photography/Videography (UT Communications)

Promotional items for speaker(s) (preferred TLI swag)

Promotional items for attendees (preferred TLI swag)

Flowers (Crouch Florist)

Decorations .....

Nametags .....

Centerpieces .....

Signage for attendees .....

Table tents .....

Entertainment (fill-in your preference) .....

Music (fill-in your preference) .....

Please describe any other unique needs not listed above:

## Other Needs

**Step 22:** Are the speaker(s) for this event required to have an honorarium for their participation in this?

Yes

No

If so, what are their needs? Please note that travel cannot be completed if an honorarium is provided.

**Step 23:** Has the TLI Communications Coordinator viewed your presentation materials?

Yes

No

Not applicable (no presentation materials)

Please describe the A/V and/or technology needs that you foresee at this event:

**Step 24:** Will those in attendance need parking on campus?

Yes

No

If yes, how many attendees do you estimate will need parking?

Please provide a list of attendees who will need parking:

**Step 25:** Do you foresee any other needs or concerns related to this event/workshop that this form did not address? If so, please explain.

**Please note as the event/workshop owner, you are responsible for contacting contracted parties assisting with the event/workshop and verifying orders have been completed. You also need to make sure that associated TLI staff (TLI administrative specialist, communications coordinator, business manager, etc.) have what they need in order to assist you in relation to the event/workshop.**

*Thank you for taking the time to complete this form. Once you are done, please sign the form below using Adobe Sign and send it to Chris Lavan at [clavan@tennessee.edu](mailto:clavan@tennessee.edu).*

Owner Signature

Date Form Completed

Assistant Provost Signature

Date Signed

## **ELTI and Central Staff Documentation**

Everything below is to be completed by the Assistant Provost, TLI Business Manager, TLI Communications Coordinator, and the ELTI Administrative Specialist.

GL Code:

Account #:

Account title/name:

Assistant Provost Notes:

TLI Business Manager Notes:



TLI Communications Coordinator Notes:

ELTI Administrative Specialist Notes: